

Digital Communication & Media Specialist

Opening Period: 6/29/2016 - 7/08/2016

Salary: \$64,650.00 to \$100,736.00 / Per Year

This position is located in the Office of Communications, which is responsible for managing external affairs including media and Congressional relations, and outreach and communication with the election community, including state and local election administrators, voting equipment manufactures and the voting population to promote broad understanding and acceptance of EAC's mission and programs.

Serving as the agency webmaster, the incumbent is responsible for development and implementation of new and innovative ways to use the EAC's website and digital platforms, including Facebook, Twitter, YouTube and blogs, etc. to achieve communication objectives that advance the EAC's mission.

Duties

Ensure the official agency website and social media channels are designed to attract the maximum number of users using industry best practices.

Conduct regular analysis of all web and social media channel performance making recommendations for improvement using Google analytics to benchmark and measure effectiveness of each strategy.

Maintain oversight and quality control over the EAC's website and digital clearinghouse using the I-Dev™ Content Management System (CMS) to ensure that communication products accurately reflect EAC's priorities achieve the desired results. Create images, html pages, interactive features, and other key content on the web site.

Collaborate with and support with EAC departments to create and curate website content, live cast public hearings and meetings, online events, and other features to produce high-quality content for agency stakeholders.

Coordinate closely with staff throughout to ensure accurate and timely content is posted to the web site. Ensures all web site updates are made in an accurate and timely fashion.

Oversee data migration, user testing and rollout of EAC's new website and clearinghouse which is currently under development and scheduled for release in summer 2016.

Support creation of compelling and accurate information Locate appropriate photos, illustrations, audio, video, and internet links to add depth of knowledge to reports and information. Personally create written web content, re-purpose digital audio and video content and graphics to support this effort.

Keeps abreast of new developments in internet technology, while maintaining familiarity with diverse fields related to web development.

Successful candidates will have

Excellent communication skills; verbal, presentation, writing skills, editing, and proof-reading.

Strong experience and demonstrated ability using content management, collaboration tools, website development and various content creation mediums.

Experience managing non-personal social media accounts like Twitter, Facebook, YouTube, LinkedIn, Google+, etc.

The ability to communicate on social platforms in a consistent, on-brand voice.

Send Application Materials to: Resumes@eac.gov **OR**

U.S. Election Assistance Commission

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OR

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